



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **SENIOR LEGAL TYPIST**

#### **DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION OF WORKERS' COMPENSATION – CLAIMS ADJUDICATION OFFICE SANTA MONICA\***

**Position:** Senior Legal Typist

**Salary:** Range A \$2504-\$3,044  
Range B \$2,799-\$3,400

**Locations:** 2701 Ocean Park Blvd., Ste 220 Santa Monica, CA 90405

**Duties:** Under the supervision of the Presiding Workers' Compensation Judge, the Senior Legal Typist performs the following duties: transcribes machine dictation from Workers' Compensation Judges of medical and legal dictation of trade and professional terms. Transcribe machine dictation of correspondence. Types letters, memos, legal orders and award in accordance with Workers' Compensation Judges' instructions from findings of record; prepare and process wide variety of legal documents such as applications, petitions, briefs pleadings and permanent disability ratings. Keeps record of status of cases handled by the Workers' Compensation Judge, answer and screen telephone calls, attach incoming mail to assigned cases, prepare statistics, etc; other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply.**

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations  
Division of Workers' Compensation  
P.O. Box 420603  
San Francisco, CA 94142-0603  
Attention: Bronwyn Ahlbrecht (510) 286-7090

**Applications accepted until November 30, 2006, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

**\* Recruitment and Retention Differential Pay for the above location.**

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.